**Completed by:** Melaku Alemu **Area:** School of Physics **Date:** 21 June 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Measure/KPI** | **Questions** | **Responses** | **Comments (optional)** |
| **Evacuation drill** | Held in the last 12 months | What is the date (month and year will suffice) of when the last emergency evacuation drill was conducted? | 26/11/18 | There was an emergency drill on the 26th of November 2018. The next emergency drill is in November 2019. |
| **First aid risk assessment** | Reviewed within the last 3 years | What is the date on the current version of the first aid risk assessment? | 26/10/18 | The current date for the First aid risk assessment is the 26th of October 2018. The next review is in 2021. |
| **Emergency response staff list** | Updated within the last 12 months | What is the date on the current version of the emergency response staff list (chief warden, wardens, first aiders)? | 21/06/19 | The current date for the Emergency response staff list is the 21st of June 2019. The next review is in June 2020. |
| **First aider training** | Completed by all | How many first aiders are overdue for training? | Completed | All first aiders have completed their training in December 2018.  |
| **Emergency warden training** | Completed by all | How many wardens are overdue for training? | Completed  | All Wardens have completed their training on the 21st of June 2019. (Chief Warden has resigned.) |
| **Risk Register** | Reviewed within the last 12 months | What is the date on the current version of the risk register? | 21/12/2018 | The next review for the Risk register is in December 2019. |
| **Workplace inspections** | Completed within the last 6 months | What is the date (month and year will suffice) of when the last workplace inspections were carried out | March 2019 | The last workplace Inspections were carried out in March 2019. The next review is in September 2019.  |